

OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 13-67

September 26, 2013

TO: Regional Directors, Officers-in-Charge,
and Resident Officers

FROM: Anne Purcell, Associate General Counsel

SUBJECT: Posting for FY 2014 Support Staff Exchange Program

Article 11 of the extended Collective Bargaining Agreement (Agreement) between the General Counsel and the National Labor Relations Board Union covering field office support staff employees provides that a minimum of 13 Washington exchange assignments will be offered during each fiscal year of the Agreement, subject to budgetary and staffing considerations.¹ The purpose of the Support Staff Exchange Program is to further the experience of field office support staff employees in all facets of the Agency's activities.

Pursuant to Article 11 of the extended Agreement, details of approximately two (2) weeks in duration will be offered to 13 qualified field office support staff employees during FY 2014 (which begins on October 1, 2013) subject to budgetary and staffing considerations. The eligibility requirements are set forth in Article 11 of the extended Agreement. All requests must provide the following information: (1) the employee's name, position, grade, and office; (2) the employee's entry-on-duty date with the Agency; and (3) information regarding prior Support Staff Exchange Program assignments, including the specific dates. Please submit requests to this office, Attention: Ruth Valentin, Administrative Assistant, no later than October 18, 2013.

/s/

A.P.

Distribution:

All Support Staff Employees
Ruth Valentin, Administrative Assistant
NLRBU

¹ The number of exchange assignments offered in the FY 2014 and the duration of the Support Staff Exchange program may change, depending on the resolution and the effective date of any new Collective Bargaining Agreement between the General Counsel and the National Labor Relations Board Union.